

**Attending:**

- John Nixon, Chair
- Donna Burns
- John Heneise
- Cheryl Marshall
- Kerry Stern

- Madelyn Arballo
- Meghan Chen
- Jim Jenkins
- Barbara McNeice-Stallard

- Deb Blackmore
- Barbara Crane
- Joe Jenum
- Adrienne Price

- Debbie Boroch
- Sarah Daum
- Gary Kay
- Larry Redinger

- Ginny Burley
- Bob Farris
- Sue Long
- Steve Runnebohm

- Grace Hanson

- Sheryl Hullings

- Raul Rodriguez

- Dale Vickers

**Agenda Check & Announcements:**

Reminder: PIE Summary Forms are due electronically on Thursday, April 12. Please send to Linda Potter and copy Ginny Burley.  
 Performances of the play "Highpockets" for the next two weekends.  
 Relays are up and running; KFVB is airing our advertisements.

Topic	Updates/Discussion/Outcome
1	<p>Guest: Heidi Lockhart re LDTP (lower division transfer patterns) by major (handout)</p> <p>CSU initiated program where students would have clearly defined roadmaps of lower division courses with guaranteed transfer if students committed to one campus. The CAN system is being phased out and TCSU numbering system being instituted. Now it's being used as an "advising tool". To complete a lower division transfer pattern, all requirements need to be met.</p> <p>This is another option for students, it doesn't replace other options. Some common courses are being kicked back, especially in Economics because they do not match the corresponding CSU/LDTP courses.</p> <p>UC's are spearheading another similar program – see UCtransfer.org</p>
2	<p>Department Chair selection</p> <p>Protocol and practices: Governing document for department chairs is the Faculty Contract. Procedure says nothing about administrative participation in the process. Longstanding practice has administrative proctors. If a department requests administrative participation, then do so.</p> <p>However, if there administrators have a strong objection to the selection, then the selection can be rejected.</p>
3	<p>Status quo budget process</p> <p>• New resource allocation process</p> <p>Folders and sheets were distributed by Fiscal Services. Parallel processes going on; decisions for new ongoing positions and short-term requests are being reviewed by Cabinet.                  Rate-driven requests need to be submitted in the status-quo budget process. Accreditation visitation costs should be coordinated through John Nixon's accreditation account.</p> <p><b>John will check with Mike Gregoryk:</b> Systematic plan for custodians? Custodial staffing is formula-driven based on square footage and type of building. Can an education component be added to custodial training especially in the specialty buildings?</p> <p>John needs to meet the expectations of the budget committee for reviewing the process we've used for the past two years. Looking for volunteer to write a few short paragraphs to capture process of collecting requests, coming together as a division, including PIE requests. Jim Jenkins and Larry will work on this and provide information to John in the next few days.</p>
4	<p>2008-09 Academic Calendar (handout)</p> <p>We are a little behind on approving the 2008-09 calendar. We need input on this draft calendar. There may be a recommendation from Faculty Association to reinstate Spring break. Sheryl Hullings' concern is start date of the term for winter intersession.</p> <p><b>2007-08 calendar will be circulated to Instruction Team.</b></p>
5	<p>Hiring update</p> <p>One position has been reopened. Approximately 1/3 of committees have EEO reps.</p> <p>English Department has ad hoc committee working on WRAC and support personnel have been hired to direct WRAC. Problems include having faculty supervise classified; faculty taken out of a teaching position (100% RT). English has two positions in hiring process this year. English voted unanimously to give up one faculty position to hire a manager (professional writing center manager). This represents an additional manager but does not add unbudgeted cost.</p> <p>Similar entity in Math (MARC) for Larry and Debbie to consider.</p> <p>New class of employees is being created "Supervisor", which affects non-academic units.</p>
6	<p>CMPCT Update</p> <ul style="list-style-type: none"> <li>• Learning Resources Center: Initial meeting last week with HMC – 3 - 4 stories, Library, media services, tutoring, student life, bookstore, language lab, food services, a multipurpose room (seating 300 for dining). Conceptual drawings were circulated. Projected to open 2012, contingent upon bond and state funding. Current LTC would be remodeled to become classrooms and labs.</li> <li>• Design work for exteriors of 7, 11 and 26 is on this month's Board agenda. Window replacement continues on bldg. 60. Symmetry is the goal.</li> <li>• 7 is progressing, but not fast enough, because it's part of elaborate domino scheme.</li> <li>• Ag.: Slight delay due to San Jose fault, so additional footing and subterranean work is needed.</li> <li>• Child development is a wood-frame building so same considerations, with less impact.</li> </ul>

		<ul style="list-style-type: none"> <li>PE Funding only available for one restroom; golf fencing and 50G need to wait until next year.</li> <li>Modular furniture standardization in process; stand-alone is OK</li> <li>Plans to remodel Bldg. 4 is in process. John's preference is to have Instruction office and Student Services area together, so at some point, the Instruction office will probably move, perhaps to 9C. So far, the Board room (4-235) is going to be used for HR. Benefits (1.5 person) to be under HR. Community Ed will probably move from Bldg. 4 to Bldg. 40.</li> </ul>
7	Negotiations update	<p>TA on a number of language issues. This week we will roll out new Department Chair compensation agreement. Now checking values in algorithm. The adjustment is a negative factor related to occupational programs where there is a chair and a director and English, which has an adjunct faculty mentor.</p> <p>FA has made other proposals relating to reopening salary and benefits, which we are not acting on currently. Contract has provision to reopen salaries (&gt;2%) resources. FA thinks we have crossed threshold; District says we haven't. One time monies don't count.</p> <p>A number of proposals for new reassigned time positions. As soon as they are TA'd, we will share them with Instruction team.</p>
8	Curriculum update <ul style="list-style-type: none"> <li>Senate approval</li> <li>Materials fees</li> <li>Pending</li> </ul>	<ul style="list-style-type: none"> <li>Academic Senate Task Force recommended organizing Senate approval more consistently than it was in the past. Now, any Senator can pull any course up for approval on the consent agenda for discussion. This greatly impacts the timeline for course approval.</li> <li>Adding the additional step again slows the process down. Please help the faculty understand the impact of the additional step. The students need to remain the focus.</li> <li>Materials fees were removed from virtually all courses, but because scheduling was occurring at the same time, some need to have them removed manually. Check with your division secretaries to be sure this has been accomplished. It will be checked in the 2<sup>nd</sup> download proofreading.</li> <li>Courses from 2005-06 are getting cleaned up.</li> </ul>
9	Proposed changes to Title 5 (handout)	<p>The memo from Carole Bogue-Feinour is a good summary of proposed changes to Title 5, Chapter 6. Item 3: Degree requirements. The Executive Committee of the State Academic Senate doesn't feel that the IGETC of CSU Cert do not constitute a major for a degree. Mt. SAC's four clusters, as areas of emphasis, will work.</p> <p>Items 4, 5, 6 &amp; 7 are also significant.</p> <p>The proposed changes will go to Consultation Council and then to Board of Governors.</p>
10	Early College High School (handouts)	<p>Commendations to Debbie Boroch, Raul and Tom Mauch for their work with ECHS and Pomona Unified School District. A full time counselor is now assigned. We want to do whatever we can to help this program succeed. Eventually, Village Academy would like all their students participate.</p>
11	Banner Conversion	<p>Course ID changes to fit Banner. Small group to participate: <b>Barbara Crane for noncredit; Ginny Burley, John Heneise and Marge Catullo. Linda will notify Kate Scott.</b></p> <p>Ginny, John H. and Debbie Boroch, Barbara C., and Donna are participating in Banner Training.</p> <p>Fee-based offerings (classes) are using a different system for registering students.</p>
12	IT report	<p>Banner – Tuesday will set term codes. Will credit and noncredit use the same term? B McN-S strongly recommends same term codes for MIS reporting.</p> <p>Technology is overloaded for installation work. Please be patient. Faculty replacement in process. Printers need to be commercial grade if high use.</p> <p>Wireless access is in process.</p> <p>Transparencies made by print services are very expensive; do not encourage use.</p> <p>ELMOs (document cameras/projectors) are approximately \$400 and are very useful.</p>
13	Student Services Report	<p>"Early Alert" – faculty are asked for feedback midcourse for student progress. Will be piloted next year. Student Services will have conversations with Academic Senate regarding faculty responsibilities.</p> <p>Raul Rodriguez was honored for his work by Athletic Academic Advisors.</p>
<b>Issue Bin/Future Agenda:</b>		<b>Future meetings:</b> Wednesdays, 9:30 – 11:30: April 25, May 2, 9, 16, 30, June 6, 13, 20